

**Developmental Disabilities Council
Governance Committee Minutes
Phoenix Inn Suites, Olympia
January 17, 2008**

Present

Sara McQueed (Committee Chair), Brenda Anderson, John Lemus, Shannon Patton, Leandro Razo, George Walker, David Kludt, Carole McRae

Guests

None

Staff

Ed Holen, Sieng Bonham, Autumn Dryden, Jodi Honeysett

Adjustments to the Agenda

There were none.

Minutes

John moved and Harriette seconded to approve the September minutes as written. The motion carried.

Designated State Agency

Ed gave an update on the Council's designated state agency. The move is expected to take place at the end of the biennium, July 1, 2009. The Council will become its own "designated state agency" for the purpose of the federal law and be administratively housed with the Home Care Quality Authority (HCQA). The Council office will not be moving and Council members should not notice much of a difference when the change takes place. Ed will be meeting with Rick Hall of the HCQA in the coming weeks and will share a more detailed plan of the move with the Council when it's available.

Attendance Policy

This question was posed at the November meeting:

Question: Is each Workgroup, Committee, and full Council meeting each considered a meeting or is the full two days considered one meeting?

Answer: The current policy indicates each Workgroup, Committee, and full Council meeting is a meeting; meaning each two day session of meetings counts as three meetings total.

Although the policy does clarify what a meeting is, the paragraph containing the explanation is buried in the policy.

Harriette moved and Shannon seconded to move the clarifying paragraph explaining what a meeting is to earlier in the policy. The motion carried.

The Committee discussed whether or not the policy should differentiate between excused and unexcused absences. The policy currently indicates that after a Council member misses six meetings "...the Membership Committee shall prepare a letter for the Council Chair to

send to the member to request that the member clarify future participation or to provide written notice of their resignation.” Therefore, the Committee determined that it will be up to the Membership Committee to determine in each situation if six absences are reasonable or not considering the circumstances.

The policy will be reviewed at the March Council meeting to ensure all members understand the policy as written.

Council Budget Development Policy

John moved and Harriette seconded to take the Council Budget Development Policy to the full Council for a vote. The motion carried.

Policy: Rights of Parents who have Developmental Disabilities

Ed presented the first draft of a policy outlining the Council’s opinion on parents who have developmental disabilities. The following

suggestions are those posed by Committee members to improve the policy:

- The policy should define “timely;” maybe 3-6 months.
- Each plan should be individualized for each case.
- The policy should include supervised visitation.
- The Council may consider providing support to help individuals with developmental disabilities determine whether or not to have children.
- The educational information should be moved to earlier in the policy.
- Include the Family, Life, and Sexual Health (FLASH) curriculum and consider adding parenting to the FLASH curriculum.

Ed will revise the policy to include these suggestions and bring the revised policy to the Committee in March.

Jodi requested clarification on what a policy is. Does a policy actually govern something or does it state the viewpoint of the Council? Ed

explained that both are true. There are policies that are put in place to govern and set procedures. There are also policies that are more policy statements and indicate where the group stands on certain issues.

This policy is meant to express the viewpoint of the Council. It was suggested that the finalized policy be sent to the secretary of Department of Social and Health Services (DSHS).

Executive Director Evaluation

The Committee reviewed the evaluation feedback from that is completed each year by Council members. The completed forms assist the Council Chair in writing the evaluation of the Executive Director. The following suggestions were made to update the form and evaluation process:

- Remove all of question 1 since it's no longer pertinent.
- Make sure each question has an option to circle instead of requiring any narrative answers.

- Add unknown or not observed as an option to most questions.
- Send the forms out by mail to all Council members and distribute forms at the March Council meeting.
- Allow members to hand the forms in at the March Council meeting.

Report to Council

The Committee received updates on and/or discussed the following:

- Designated state agency update
- Attendance policy clarification
- Council Budget Development Policy
- Policy: Rights of Parents with DD

March Meeting Agenda

- Rights of Parents with DD Policy
- State agency update
- Revised Executive Order

With that the meeting was adjourned.